

Westgate on Sea Town Council
78 St Mildreds Road
Westgate on Sea
Kent CT8 8RF
01843 836182



Sir/Madam,

You are hereby summoned to attend a VIRTUAL Extraordinary meeting of the Town Council of Westgate-on-Sea at 7 pm, Tuesday 16th June 2020 for the purposes of considering and passing such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda.

If you are unable to attend this meeting will you, please advise the Town Clerk's Office in advance by email so that your apologies and reasons for absence can be given at the meeting.

Members of the public please contact the Town Clerk by email (Townclerk@westgateonsea.gov.uk) for attendance to receive an invitation to join the meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MEMBERS' INTERESTS

Members are requested to disclose any interest they may have in any of the items contained within the agenda.

3. MINUTES

To receive and approve the minutes of the Full Council meeting held on 27th May 2020
(Copy attached – Appendix A)

To receive the minutes of the Finance & General Purposes Committee held on 28th November 2019 **(Copy attached - Appendix B)**

To receive the minutes of the Planning, Highways & Environment Committee held on 12th May 2020 **(Copy attached – Appendix C)**

4. CHAIRPERSON'S ANNOUNCEMENTS

To receive announcements since the last meeting.

5. TOWN CLERK REPORT

Town Clerk to report on items since the last meeting.

6. PUBLIC RIGHT TO SPEAK

The meeting will be adjourned for a maximum of 15 minutes to allow for members of the public from Westgate-on-Sea to speak and address Council. The public right to speak includes non-residents with Westgate-on-Sea residents having priority.

Written notice of the desire to exercise the right to speak and of the topic to be addressed must be given to the Town Clerk prior to 4 pm on the Friday before the meeting.

7. ANNUAL RETURN – RISK ASSESSMENT AND MANAGEMENT SCHEME

Members are requested to approve the Risk Assessment and Management Scheme for the year ending 31.03.20: **Decision required**

8. ANNUAL RETURN – STATEMENT OF INTERNAL CONTROL

To review the effectiveness of the system of Internal Control Members are requested to consider the attached Statement of Internal Control in support of the Annual Governance Statement for the year ending 31.03.2020; the Chairperson and Town Clerk to sign: **Decision required**

9. ANNUAL RETURN – GOVERNANCE STATEMENTS

To approve the Annual Governance Statement for 2019/20, Section 1 of the AGAR for year ending 31.03.20 – the Town Clerk will read each one to Members for approval at the meeting – the Chairperson and Town Clerk to sign and date plus minute reference: **Decision required**

10. ANNUAL RETURN – ACCOUNTING STATEMENTS

To approve the Accounting Statements for 2019/20, Section 2 of the AGAR for year ending 31.03.20 – the Chairperson and Town Clerk to sign and date plus minute reference: **Decision required**

11. REPRESENTATION ON THANET AREA COMMITTEE

Members are requested to resolve to appoint Cllr Cornford and Cllr Pennington to represent the Town Council and attend the Thanet Area Committee: **Decision required**

12. CYCLING ON THE PROMENADE

Cllr Wallin would like to invite Council to consider the practice of speeding cyclists along the promenade and how the Town Council can progress solutions with TDC: **Decision required**

13. TERMS OF REFERENCE P,H & E COMMITTEE

Following debate and recommendation by the Planning, Highways & Environment Committee the proposed P,H&E Committee Terms of Reference to be adopted by Council: **Decision required**

14. ROLE OF TREE/BIODIVERSITY WARDEN

Following debate and recommendation by the Planning, Highways & Environment Committee to propose a role of Tree/Biodiversity Warden for the Town, to be managed by the Town Council: **Decision required**

15. LITTER BINS

Cllr M Scott would like to invite Council to consider the purchase of 6 additional litter bins, the locations proposed are Sea Road, Cambourne Avenue, Minster Road and Beach Road due to one being lost due to a disposed hot bbq: **Decision required**

16. COLLECTIVE FUNDING PROPOSAL FOR COVID-19 RESPONSE

Town Clerk to share report from TDC with details of a collective funding proposal for COVID-19 response, following Members resolution on 5th May that the sum of £2,000 should be earmarked for donation to assist with the COVID-19 response: **Decision required**

G Gray

**Signed: Gill Gray
Town Clerk & RFO
Westgate-on-Sea Town Council**

11TH June 2020